

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH-SYSTEM OF CARE (TAY-SOC) BUREAU**



**TRANSITION AGE YOUTH (TAY) DIVISION
JUVENILE JUSTICE TRANSITION AFTERCARE SERVICES (JJTAS)
TRANSFER OPPORTUNITY**

INTERMEDIATE TYPIST CLERK

THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

The TAY Division and JJTAS are seeking an enthusiastic, positive, motivated, experienced individual to fill the position of Intermediate Typist Clerk (ITC). Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Data entry final in the IS System.
- Tracking and working the unbillable/denied claims report
- Maintain and update caseload logs, staff/phone rosters, and monthly work schedules
- Monthly billing tracking form, process referrals
- File daily service logs and DMH documentation.
- Schedule appointments and arrange conferences and meetings as needed, take meeting minutes, prepare notices, memos and bulletins.
- Organize and maintain office files; file of service logs and DMH documentation
- Secretarial/support staff coverage as needed
- Maintain and update caseload logs, staff/phone rosters and monthly work schedules
- Typewrite complex charts, forms, labels and letters
- Photo copying, scanning and faxing documents.
- Responsible for inventory, supplies, and procurement.
- Answer phone calls and refer to the appropriate individuals within the program.
- Other duties as assigned by TAY administrative team.

DESIRABLE QUALIFICATIONS:

- Strong verbal and written communication skills.
- Ability to work independently, attend to details and to follow through on instructions and meet deadlines.
- Adaptable and flexible to meet the program needs.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Ability to effectively edit and draft documents.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Highly-skilled in working with MS Office, i.e., Word, Excel and Outlook.

Interested individuals who currently hold title of ITC or is currently on the ITC eligibility list, please fax a detailed resume, last two (2) Performance Evaluations, and last two (2) years of your Master Time records, by **June 19, 2015** to:

Belen Fuller, Program Head
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